



**Policy:** 4050  
**Procedure:** 4050.10  
**Chapter:** Secure Facilities  
**Rule:** Juvenile Mail

**Effective:** 05/24/06  
**Replaces:** 4050  
**Dated:** 05/18/06

## **Purpose:**

Arizona Department of Juvenile Corrections (ADJC) encourages juveniles in secure facilities to correspond by mail with family or friends. Mail will not be read or censored unless reasonable cause exists that there is a threat to the security of the facility and/or the item contains illegal contraband. All letters and publications shall be processed within 24 hours of receipt. All packages shall be processed within 48 hours of receipt.

## **Rules:**

### **1. Incoming Mail:**

- a. **NO LESS THAN TWO ADJC DESIGNATED EMPLOYEES** shall, utilizing universal precautions such as gloves, inspect all incoming juvenile mail which includes packages. The inspection shall consist of:
  - i. Opening the mail and checking for contraband;
  - ii. Removing the stamp;
  - iii. Removing contraband items:
    - (1) **Illegal/Dangerous Contraband** - Items prohibited by ARS §13-2501.
      - (a) Dangerous drugs;
      - (b) Narcotic drugs;
      - (c) Intoxicating liquor of any kind;
      - (d) Deadly weapon;
      - (e) Dangerous instrument;
      - (f) Explosive; or
      - (g) Any other article whose use or possession would endanger the safety, security, or preservation of order in a correctional institution or any person therein.
    - (2) **Nuisance Contraband** - All items not approved by established policy and procedure for possession, including, but not limited to, the following:
      - (a) Items which can be used, made, or adapted to use as a weapon;
      - (b) Pictures or drawings which depict male or female nudity or sexual acts including magazines or periodicals;
      - (c) Items such as posters, clothing with slogans, mottos, or emblems which are obscene, advocate illegal or immoral conduct, hold individuals or groups to ridicule, or reinforce values of a delinquent sub-culture;
      - (d) Money;
      - (e) Anything in excess of the approved allotment of clothing or personal belongings listed in Procedure 4042.01, unless approved by the Superintendent;
      - (f) Any item which can be used to threaten the orderly operation of a secure facility;
      - (g) Any food item not approved in writing by the superintendent;
      - (h) Tobacco or any accessory used for tobacco substances, including chewing tobacco products.
  - iv. Securing and reporting items suspected to be illegal to the secure facility Superintendent and/or designee and to Inspections and Investigations Division (IID) along with a completed Incident Report;
    - (1) **IID** shall take possession of and secure or dispose of the evidence suspected to be illegal.
  - v. Showing the item was inspected the **EMPLOYEES** shall:
    - (1) Reseal the envelope/package with ADJC issued tape;
    - (2) Initial the tape with their initials; and
    - (3) Date/time stamp the mail.
- b. **EMPLOYEES** shall remove nuisance contraband items (that are not illegal) in the following manner:

- i. **YOUTH CORRECTIONS OFFICER (YCO) AND/OR DESIGNEE** shall give the item(s) to the juvenile's parent(s)/guardian(s) at visitation;
    - ii. If the items cannot be returned at visitation, the **EMPLOYEES** shall store items in the juvenile's box located in the facility's property room until the juvenile's departure;
    - iii. **HOUSING UNIT EMPLOYEES** shall handle any other items in accordance with the Procedure 4002.04 Juvenile Property Inventory.
  - c. If a money order and/or cash is found in the mail, Both **EMPLOYEES** shall:
    - i. Place it in an envelope:
      - (1) Sealing it; and
      - (2) Initialing it.
    - ii. Complete a receipt indicating the dollar amount found.
      - (1) Staple the original copy of the receipt to the envelope that has the money; and
      - (2) Attach the carbon copy to the juvenile's mail.
    - iii. Place the sealed envelope in the designated secure locked drop box.
      - (1) Other designated business personnel shall have the key to the drop box.
      - (2) The **DESIGNATED BUSINESS EMPLOYEE** shall then remove the envelope from the drop box and place the monies in the specified juvenile's account.
  - d. **HOUSING UNIT EMPLOYEES** shall discourage any juvenile from receiving any cash through the mail.
  - e. The **EMPLOYEES** shall not open any mail that has gang graffiti on the outside of the envelope unless there is reasonable suspicion that contraband is inside:
    - i. The **EMPLOYEES** shall return the unopened mail to the sender;
    - ii. The **EMPLOYEES** shall handle the mail that has contraband in the previously mentioned manner.
  - f. **EMPLOYEES** shall not read incoming mail from Attorneys, but feel it for contraband:
    - i. **EMPLOYEES** shall feel the sealed letters for contraband only. When the **EMPLOYEES** notice anything suspicious about the specific letter such as appearance, shape, or odor, **THEY** shall arrange for the particular juvenile to be present during its inspection, American Correctional Association (ACA) Standard 3-JTS-5H-04;
    - ii. If illegal contraband is found, the **EMPLOYEES** shall seize the mail as evidence and process it as mentioned above;
  - g. **EMPLOYEES** shall return any sweepstakes or contest materials that are not sanctioned by ADJC;
  - h. **DESIGNATED EMPLOYEES** shall distribute all processed juvenile mail to the housing unit mail boxes;
  - i. Upon arriving at the facility, **HOUSING UNIT 2<sup>ND</sup>/3<sup>RD</sup> SHIFT EMPLOYEES** shall collect all incoming mail from the unit distribution box in the administration building and take the mail to the unit;
  - j. **HOUSING UNIT 3<sup>RD</sup> SHIFT EMPLOYEES** shall ensure that all incoming mail including packages is logged in the appropriate juvenile's mail log prior to distribution to the juveniles.
    - i. The **JUVENILE** shall initial that s/he received the package;
    - ii. **HOUSING UNIT EMPLOYEES** shall add the juvenile property to the juvenile's inventory list.
2. Outgoing Mail:
- a. **HOUSING UNIT EMPLOYEES** shall receive outgoing mail from the juvenile at any reasonable time during the shift. At that time the **HOUSING UNIT EMPLOYEE** shall:
    - i. Briefly scan/examine the letter;
    - ii. Return any envelope that has any writing other than the address and the return secure facility address to the juvenile for placement by the juvenile in a new envelope;
    - iii. Seal the appropriate envelope; and
    - iv. Initial the lower right corner of the envelope in front of the juvenile.
  - b. **JUVENILES** may send letters to and receive letters from individuals of their choice with the exception of the following criteria:
    - i. Any person who is detained or incarcerated in any correctional facility, institution, or agency except for immediate family members;

- (1) **JUVENILES** who wish to send mail to other offenders in ADJC, ADC or other Adult Facilities shall first obtain approval of the secure facility Superintendent who shall contact the appropriate personnel prior to granting such approval.
  - ii. Any person on probation or parole:
    - (1) **JUVENILES** who wish to send mail to other offenders on probation or parole shall first obtain approval of the secure facility Superintendent who shall contact the appropriate personnel prior to granting such approval.
  - iii. Any minor whose parents/guardian have requested their minor enter into no correspondence with ADJC juvenile;
  - iv. The victims of any crime for which the juvenile was adjudicated, or their victims' families, unless approved by the Superintendent;
  - v. Any victim or family of a victim who has expressed a desire not to receive correspondence from the juvenile, in accordance with [ARS §8-392.01](#);
    - (1) The **VICTIM'S RIGHTS OFFICE PERSONNEL OR ANY OTHER EMPLOYEE**, that receives a victim's request not to receive mail from an ADJC juvenile, shall provide notification of this request completing Form 4050.10A Prohibited Correspondence to the following:
      - (a) Assigned Case Manager if the juvenile is in secure care;
      - (b) Parole Officer if the juvenile is under community supervision.
    - (2) The **CASE MANAGER OR PAROLE OFFICER** shall:
      - (a) Notify the juvenile of the victim's request as required by ARS §8-392.01 and obtain his/her signature to acknowledge that contact with the victim is prohibited on Form 4050.10A Prohibited Correspondence;
      - (b) Witness and/or document the juvenile's refusal to sign;
      - (c) Send copies of this documentation to the juvenile, Parole Officer, Case Manager, Victim's Rights Office, and juvenile's Field (Master) and Central Office files;
      - (d) Post an ongoing and current list of restricted victims in the mail log book if juvenile is at a secure facility;
      - (e) Give appropriate sanctions to the juvenile who corresponds with restricted victims with whom s/he is prohibited from contacting as specified by Form 4050.10A Prohibited Correspondence;
      - (f) Document the infraction and subsequent sanction in an Incident Report;
      - (g) Disperse the Incident Report in accordance with Procedure 1190.01 Incident Reporting and to the Victim's Rights Office.
  - vi. Any person with whom the juvenile is forbidden by court order to have contact;
  - vii. Any person who advises the Superintendent in writing that s/he does not wish to receive mail from that juvenile.
- c. **JUVENILES** may send or receive sealed letters to/from the following individuals or organizations:
- i. Any judicial court;
  - ii. Juvenile's attorney/Guardian ad litem;
  - iii. Administrators of the grievance system;
  - iv. Youth Ombuds;
  - v. Youth Right's Ombuds Administrator;
  - vi. Superintendent;
  - vii. Legal Systems Division Director;
  - viii. ADJC Director;
  - ix. Governor or his/her representative.
- d. **EMPLOYEES** shall feel the sealed letters for contraband only. When the **EMPLOYEES** notice anything suspicious about the specific letter such as appearance, shape, or odor, **THEY** shall arrange for the particular juvenile to be present during its inspection, American Correctional Association (ACA) Standard 3-JTS-5H-04;
- e. **ADJC** shall provide postage for up to three letters per week for each juvenile. Juveniles may send more than three letters if they provide the postage;
- f. **HOUSING UNIT EMPLOYEES** shall ensure that all mail written during the 1<sup>st</sup> and 2<sup>nd</sup> shifts is forwarded to the 3<sup>rd</sup> shift employee for proper logging and mailing;

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- i. The **3<sup>RD</sup> SHIFT EMPLOYEE** shall maintain an accurate mail log book to ensure that each juvenile is allowed three outgoing letters per week for which ADJC provides the postage;
- ii. The **3<sup>RD</sup> SHIFT EMPLOYEE** shall ensure that the outgoing mail is placed in the outgoing mail slot located in the Administration building within eight hours of its receipt.

**3. Screening Juveniles Mail:**

- a. When an **EMPLOYEE** has concerns about a juvenile's incoming or outgoing mail relating to the safety of the secure facility, **S/HE** shall document the concerns in a confidential Incident Report and send it through the facility administrator to the IID. Some of the concerns may be the following:
  - i. A recipient of correspondence from the juvenile has filed a complaint;
  - ii. Current or past juvenile behavior causes the observing employee to suspect the juvenile is communicating information that poses a direct, immediate threat, or that could create a clear danger of violence and physical harm to a person(s) inside or outside a facility or that concerns:
    - (1) Threats of blackmail or extortion;
    - (2) Sending or receiving contraband;
    - (3) Plans to escape or assist in an escape from lawful custody;
    - (4) Plans for illegal activities;
    - (5) Plans for activities that violate or circumvent written instructions including Policies, Procedures, or juvenile behavior rules;
    - (6) Activities, threats, or plans that would impede the rehabilitation of the juvenile.
- b. When initiated as a result of an IID investigation upon reasonable belief of commission of a crime or violation of a court order, **IID** may request to screen an item of a juvenile's incoming or outgoing mail.
  - i. When an item of mail is read or withheld:
    - (1) The **HOUSING UNIT MANAGER** shall write an incident report and attach the item of mail in question;
    - (2) The **HOUSING UNIT MANAGER** shall forward the incident report and item of mail to the Assistant Director, Secure Schools through the secure facility Superintendent for review;
    - (3) The **ASSISTANT DIRECTOR** may elect:
      - (a) To forward the mail as addressed;
      - (b) To return the mail to the sender unopened with an explanation for its return; or
      - (c) To have the juvenile's mail screened.
    - (4) The **HOUSING UNIT MANAGER** shall notify the juvenile when incoming or outgoing letters are read or withheld in part or in full.
      - (a) Exception. If there is an ongoing criminal investigation:
        - (i) **IID** shall notify the secure facility Superintendent of the completed investigation;
        - (ii) The **SUPERINTENDENT** shall notify the Housing Unit Manager;
        - (iii) The **HOUSING UNIT MANAGER** shall notify the juvenile after the completion of the investigation that a letter was withheld.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
05/24/2006	Dianne L. Gadow, Deputy Director		